



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: 874 – Mission Oriented Business Integrated Services (MOBIS)
FSC Group: 8472

CONTRACT NUMBER: **GS-23F-8011H**

CONTRACT PERIOD: October 1, 1997 – September 30, 2002 (Base Period – exercised)
October 1, 2002 – September 30, 2007 (Option Period – exercised)
October 1, 2007 – September 30, 2012 (Option Period – exercised)
October 1, 2012 – September 30, 2017 (Option Period – exercised)

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

CONTRACTOR: **Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler)**
751 Arbor Way, STE 180
Blue Bell, PA 19422

CONTRACT MANAGER: **Dawn Aucoin**
Address: Amec Foster Wheeler Environment & Infrastructure, Inc.
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Web Site: www.amecfw.com

CONTRACT ADMINISTRATOR: **Cuong Vu**
Address: Amec Foster Wheeler Environment & Infrastructure, Inc.
751 Arbor Way, STE 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6021
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PROGRAM MANAGER: **Peter Baker**
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Email: peter.baker@amec.com

BUSINESS SIZE: Other than Small

CAGE CODE: 1U1W9

FEDERAL TAX ID: 91-1641772

ABOUT AMEC FOSTER WHEELER:

Amec Foster Wheeler (www.amecfw.com) designs, delivers and maintains strategic and complex assets for its customers across the global energy and related sectors.

With pro-forma 2014 annualised scope revenues of £5.5 billion and over 40,000 employees in more than 50 countries, the company operates across the whole of the oil and gas industry – from production through to refining, processing and distribution of derivative products – and in the mining, clean energy, power generation, pharma, environment and infrastructure markets.

Amec Foster Wheeler shares are publicly traded on the London Stock Exchange and its American Depositary Shares are traded on the New York Stock Exchange. Both trade under the ticker AMFW.

CUSTOMER INFORMATION:

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS):**

Special Item Number (SIN)	Title
874-1/RC	Integrated Consulting Services

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **LABOR CATEGORY TITLES AND RATES:**

SIN 874-1: For labor category titles, descriptions, and rates please see Pages 5 – 19.

2. **MAXIMUM ORDER*:** SIN 874-1: \$1,000,000.00

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** SIN 874-1: \$100.00

4. **GEOGRAPHIC COVERAGE:** Worldwide

5. **POINT(S) OF PRODUCTION:** Same as Contractor's address

6. **DISCOUNT FROM LIST PRICES:** Prices Shown Herein are Net (discount deducted)

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** Net 30 Days
- 9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
Contact Contract Administrator
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.** Contact
Contract Administrator
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Per SOW
- 11b. **EXPEDITED DELIVERY:** Contact Contract Administrator
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator
- 11d. **URGENT REQUIRMENTS:** Contact Contract Administrator
12. **FOB POINT:** FOB Destination
- 13a. **ORDERING ADDRESS:** Same as Contractor's address
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information
on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**

Amec Foster Wheeler Environment & Infrastructure, Inc.
24376 Network Place
Chicago, IL 60673-1376
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact
Contract Administrator
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**
N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE
LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content,**

energy efficiency, and/or reduced pollutants): N/A

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 038086125

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration

LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN 874-1/RC INTEGRATED CONSULTING SERVICES:

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

DESCRIPTION OF LABOR CATEGORY TITLES AND RATES

LABOR CATEGORY TITLES	YEAR 16	YEAR 17	YEAR 18	YEAR 19	YEAR 20
	10/1/12 - 9/30/13	10/1/13 - 9/30/14	10/1/14 - 9/30/15	10/1/15 - 9/30/16	10/1/16 - 9/30/17
Executive Management Consultant	\$204.24	\$208.53	\$212.91	\$217.38	\$221.94
Principal Management Consultant 1	\$172.20	\$175.82	\$179.51	\$183.28	\$187.13
Principal Management Consultant 2	\$155.00	\$158.26	\$161.58	\$164.97	\$168.43
Principal Management Consultant 3	\$148.50	\$151.62	\$154.80	\$158.05	\$161.37
Senior Management Consultant 1	\$139.50	\$142.43	\$145.42	\$148.47	\$151.59
Senior Management Consultant 2	\$130.50	\$133.24	\$136.04	\$138.90	\$141.82
Senior Management Consultant 3	\$115.00	\$117.42	\$119.89	\$122.41	\$124.98
Management Consultant 1	\$98.04	\$100.10	\$102.20	\$104.35	\$106.54
Management Consultant 2	\$79.50	\$81.17	\$82.87	\$84.61	\$86.39
Associate Management Consultant 1	\$80.75	\$82.45	\$84.18	\$85.95	\$87.75
Associate Management Consultant 2	\$53.63	\$54.76	\$55.91	\$57.08	\$58.28
Associate Management Consultant 3	\$47.37	\$48.36	\$49.38	\$50.42	\$51.48
Administrative Support 1	\$56.73	\$57.92	\$59.14	\$60.38	\$61.65
Administrative Support 2	\$52.14	\$53.23	\$54.35	\$55.49	\$56.66
Administrative Support 3	\$46.89	\$47.87	\$48.88	\$49.91	\$50.96
Clerical Support	\$33.02	\$33.71	\$34.42	\$35.14	\$35.88

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support 1	01013 – Accounting Clerk III	2005-2133
Administrative Support 2	01012 – Accounting Clerk II	2005-2133
Administrative Support 3	01011 – Accounting Clerk I	2005-2133
Clerical Support 1	01111 – General Clerk I	2005-2133

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

EXECUTIVE MANAGEMENT CONSULTANT

Overview: Recognized internally and externally as technical and business leader; provides high-level support for marketing and project pursuit; provides support for project execution, training, and technical development; assures implementation of quality programs and initiatives.

Typical Responsibilities:

- Provides leadership role for marketing to major clients, service areas, and technically unusual projects; responsible for selected key clients.
- Serves as Project Principal for proposals prepared and projects executed which are outside the scope of services provided by the office or experience of office staff.
- Assures that only appropriately trained and authorized Principals are assigned to projects.
- Assures that Office Manager develops appropriate technical training for office staff.
- Assists employees in their professional development and recommends qualified personnel for career advancement.
- Serves as primary quality assurance officer for assigned office(s); verifies implementation of quality programs and initiatives.
- Performs or directs others to perform documented quality reviews at least annually for each service area in assigned office(s).
- Assists Director of Engineering and Science and Quality Assurance Manager in audits of other operations in the company.
- Serves on Principal Professional, Project Manager, and Principal Technician review boards as requested by Director of Engineering and Science.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 15 + years of experience.
- 5 + years at govt. facility.
- Professional registration or certification as applicable.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communications skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- 2+ years tenure as a Principal Professional
- Recognized as a technical expert within the professional

community.

PRINCIPAL MANAGEMENT CONSULTANT 1

Overview: Recognized internally and externally as technical expert in a particular field; acts as technical consultant for projects of major scope and complexity; makes decisions and recommendations with significant impact; works with wide latitude for action and decision-making authority.

Reports to: Group Leader, Office Manager, or Regional Manager.

Typical Responsibilities:

- Manages multiple and technically difficult projects (if designated as a Project Manager); has authority to commit company resources.
- Provides advanced leadership to technical staff.
- Serves as a top technical advisor to other groups and clients.
- Develops, reviews, and signs proposals in accordance with company policy.
- Develops, reviews, and signs reports and contract documents in accordance with company policy.
- Leads business development efforts within discipline and attracts work based on personal reputation as an expert.
- Takes major role in guiding the firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management.
- Takes major role in the development and implementation of business plans.
- Represents the company with clients and at technical forums.
- Publishes papers related to discipline.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 15 + years of experience.
- Professional registration or certification as applicable.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communications skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- Successful completion of an internal review board coordinated by the Directors of Engineering/Science; senior level personnel may be hired at this position with the approval of the Director of Engineering and Science and the completion of the review board process within one year of hire.
- Recognized as a technical expert within the professional community.
- Published within area of expertise.
- If the job requires solo work assignments, then a valid driver's

license is required.

- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

PRINCIPAL MANAGEMENT CONSULTANT 2

Overview:

Responsible for technical management and business development leadership; makes decisions and recommendations with significant impact; works with wide latitude for action and decision making authority.

Reports to:

Group Leader or Office Manager.

Typical Responsibilities:

- Manages multiple and/or technically difficult projects (if designated as a Project Manager); has authority to commit company resources.
- Plans, assigns, supervises, mentors, and develops project staff.
- Significant internal and external client interaction; acts a technical advisor to other groups.
- Develops, reviews, and signs proposals in accordance with company policy.
- Develops, reviews, and signs reports and contract documents in accordance with company policy.
- Leads business development efforts within discipline.
- Participates in guiding firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management.
- Assists in the development and implementation of business plans.
- Represents the company with clients and at technical forums.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 10 – 15 years of related experience with B.S.; 8 + years with M.S.
- Professional registration or certification as appropriate.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communication skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business from new and existing clients.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- Successful completion of an internal review board coordinated by the Directors of Engineering/Science and Projects; senior level personnel may be hired at this position with the approval of Director of Engineering and Science and completion of review board process within one year of hire.
- Recognized for technical excellence in the professional community.

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- Published within area of expertise (preferred).
 - If the job requires solo work assignments outside the office, then a valid driver's license is required.
 - If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
 - Flexibility to work outside normal business hours as required.

PRINCIPAL MANAGEMENT CONSULTANT 3

Reports to: Group Leader or Office Manager.

Typical Responsibilities:

- Directs and supervises technical and management assignments (both field and office).
- Manages specific elements of projects.
- Maintains effective client relations.
- Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations.
- Produces non-routine plans, reports, and specifications.
- Identifies and defines scope, technique, price, and schedule.
- Prepares, directs, and reviews cost estimates.
- Recognizes and initiates business development opportunities.
- Prepares proposals with limited supervision; assists in preparation of large-scale proposals.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 5 - 10 years of related experience with B.S.; 4 + years with M.S.
- Appropriate professional registration or certification.
- Demonstrated ability to solve complex problems.
- Staff management and leadership ability.
- Demonstrated maturity in judgment, initiative, and client relations.
- Strong oral and written communication skills; ability to prepare reports and proposals.
- Demonstrated project task management abilities.
- Ability and willingness develop business from new and existing clients.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

SENIOR MANAGEMENT CONSULTANT 1

Overview: Accountable for all aspects of project management for critical projects of broad scope and impact; serves as primary contact with client.

Reports to: Office or Division Manager

Typical Responsibilities:

- Responsible for all aspects of project management for projects of broad scope and impact, including compliance with company policies, definition of scope of work, establishment of budgets and schedules, control of project costs, compliance with schedule, timely payment for the work, and assurance of overall client satisfaction.
- Ensures project quality control activities are in place and adhered to.
- Develops, reviews, and signs proposals, reports, client contracts and subcontracts in accordance with company policy.
- Selects and supervises project team members; ensures that team members are assigned appropriate roles.
- Provides leadership to project team; maintains a positive environment and high morale.
- Provides senior-level technical expertise.
- Provides project management instruction to less experienced project personnel.
- Acts as primary interface with clients for assigned projects; communicates with clients on an ongoing basis; responds effectively to meets clients' needs.

Typical Requirements:

- B.S. or M.S. Engineering, Science, or related technical field.
- 10+ years of related experience.
- Appropriate professional registration or certification.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent leadership, coaching, and problem resolution skills.
- Ability to establish high-performing project teams.
- Demonstrated ability to lead and manage multiple projects.
- Demonstrated ability to develop and maintain strong client relationships; significant experience in representing the company to clients.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- Internal and external recognition as an expert in project management.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

SENIOR MANAGEMENT CONSULTANT 2

Overview:

Accountable for all aspects of project management; serves as primary contact with client.

Reports to:

Office Manager

Typical Responsibilities:

- Responsible for all aspects of project management, including compliance with company policies, definition of scope of work, establishment of budgets and schedules, control of project

	costs, compliance with schedule, timely payment for the work, and assurance of overall client satisfaction.
	<ul style="list-style-type: none"> • Ensures project quality control activities are in place and adhered to. • Develops, reviews, and signs proposals, reports, client contracts and subcontracts in accordance with company policy. • Selects and supervises project team members; ensures that team members are assigned appropriate roles. • Provides leadership to project team; maintains a positive environment and high morale. • Provides senior-level technical expertise. • Acts as primary interface with clients for assigned projects; communicates with clients on an ongoing basis; responds effectively to meets clients' needs.

Typical Requirements:

- B.S. or M.S. Engineering, Science, or related technical field.
- 8+ years of related experience with B.S.; 6+ years with M.S.
- Appropriate professional registration or certification.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent leadership, coaching, and problem resolution skills.
- Ability to establish high-performing project teams.
- Demonstrated ability to lead and manage multiple projects.
- Demonstrated ability to develop and maintain strong client relationships.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

SENIOR MANAGEMENT CONSULTANT 3

Overview: Provides leadership, supervision, execution, and coordination of assignments and tasks to Project Managers; ensures quality administrative and financial assistance as needed.

Reports to: Project Manager, Group Leader, or Office Manager.

Typical Responsibilities:

- Project Tracking and Control - Ensures the accuracy of financial information produced for single tasks or multiple tasks for projects including large, multi-tasked or complex projects; maximizes job profitability and minimizes financial risk.
- Contract Administration - Ensures project contractual deliverables are addressed on a timely basis; minimizes company's risk associated with non-recoverable expenses and other risk management issues.
- Document Production and Control - Ensures production schedules are met and the presentation formats of documents meet company standards.

	<ul style="list-style-type: none"> • General Liaison/Interface - Ensures administrative correspondence produced by company for clients is a professional reflection of the company. • Personnel Direction/Management - Provides leadership, supervision, motivation, and coordination to project to ensure quality administrative and financial assistance is provided.
Typical Requirements:	<ul style="list-style-type: none"> • B.S. or M.S. Engineering, Science or related technical field, or Business Administration. • 5 - 8 years of related experience • Comprehensive knowledge of engineering and environmental services, accounting, business administration, and project management practices. • Successful experience leading and coaching staff and exercising organizational skills. • Excellent written, verbal, and interpersonal communication skills. • Fully developed skills in project planning, scheduling, and estimating. • Experience handling administrative requirements of large, multi-task projects. • If the job requires solo work assignments outside the office, then a valid driver's license is required. • Drug screen, background check, and social security # verification. • If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. • Flexibility to work outside normal business hours as required.

MANAGEMENT CONSULTANT 1

Overview: Responsible for managing tasks or coordinating projects of moderate size and complexity; makes decisions independently; receives supervision and guidance largely on overall objectives and results.

Reports to: Group Leader; assigned to projects under direction from Project Managers.

Typical Responsibilities:

- Directs and supervises technical assignments (both field and office).
- Manages specific elements of projects.
- Maintains effective client relations.
- Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations.
- Produces non-routine plans, reports, and specifications.
- Identifies and defines scope, technique, price, and schedule.
- Prepares, directs, and reviews cost estimates.
- Recognizes and initiates business development opportunities.
- Prepares proposals with limited supervision; assists in preparation of large-scale proposals.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related

technical field.

- 6 - 10 years of related experience with B.S.; 5 + years with M.S.
- Appropriate professional registration or certification.
- Demonstrated ability to solve complex problems.
- Staff management and leadership ability.
- Demonstrated maturity in judgment, initiative, and client relations.
- Strong oral and written communication skills; ability to prepare reports and proposals.
- Demonstrated project task management abilities.
- Ability and willingness develop business from new and existing clients.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

MANAGEMENT CONSULTANT 2

Overview:

Performs routine field and office assignments under limited supervision and performs more complex assignments and analysis under closer supervision; directs routine field and office activities.

Reports to:

Group Leader, assigned to projects under direction of Project Managers.

Typical Responsibilities:

- Independently evaluates, selects, and applies standard techniques, procedures, and criteria to perform technical tasks, field tasks, studies, and analysis with ongoing review from project team management.
- Prepares and generates routine reports and correspondence; some involvement in preparing more complex reports; writes reports.
- Review field reports prepared by staff specialists; provides guidance to field personnel.
- Collects data in complex field situations without supervision.
- Prepares proposals and assists in preparation of large-scale proposals.
- Calculates and manages simple, small fee, non-complex project budgets.
- Organizes field work and assigns tasks to staff specialists and technicians.
- Contacts vendors; researches literature and regulatory requirements.
- As member of a design team, or in support of more senior staff, prepares plans and specifications.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 0 - 5 years of experience with B.S.; E.I.T. for engineers (preferred).
- Demonstrated professional judgment, consistency, and attention to detail; track record of quality work products.

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- Experience performing independent analysis and problem solving.
 - Demonstrated organizational skills.
 - Strong oral and written communication skills; experience preparing reports that demonstrate technical knowledge.
 - Demonstrated experience working successfully in a team environment.
 - If the job requires solo work assignments outside of the office, then a valid driver's license is required.
 - If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
 - Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 1

Overview: Performs routine field and office assignments under limited supervision and performs more complex assignments and analysis under closer supervision; may direct routine field and office activities. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader, assigned to projects under direction of Project Managers.

Typical Responsibilities:

- Independently evaluates, selects, and applies standard techniques, procedures, and criteria to perform technical tasks, field tasks, studies, and analysis with ongoing review from project team management.
- Prepares and generates routine reports and correspondence; some involvement in preparing more complex reports; writes reports.
- May review field reports prepared by staff specialists and provide guidance to field personnel.
- Collects data in complex field situations without supervision.
- May calculate and manage simple, small fee, non-complex project budgets.
- May organize field work and assign tasks to staff specialists and technicians.
- Contacts vendors; researches literature and regulatory requirements.
- As member of a design team, or in support of more senior staff, prepares plans and specifications.

Typical Requirements:

- High School diploma; Associates degree or non-technical Bachelor's degree preferred.
- 5 + years of related experience.
- Technical aptitude.
- Demonstrated professional judgment, consistency, and attention to detail; track record of quality work products.
- Experience performing independent analysis and problem solving.
- Demonstrated organizational skills.
- Strong oral and written communication skills; experience preparing reports that demonstrate technical knowledge.

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- Demonstrated experience working successfully in a team environment.
 - If the job requires solo work assignments outside of the office, then a valid driver's license is required.
 - Drug screen, background check, and social security # verification.
 - If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
 - Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 2

Overview: Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. With experience, may be assigned some tasks with minimal supervision. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader; assigned to projects under direction of Project Managers.

Typical Responsibilities:

- Performs field exploration, inspection, analysis; provides technical support with supervision.
- Acts as a data gatherer; prepares maps, charts; runs simple computer programs.
- Performs field testing; uses equipment and instrumentation.
- Interprets data and test results; with experience, may write complete reports.
- Prepares field reports, internal correspondence, sections of formal reports.
- May be assigned field construction responsibilities.
- With experience, may supervise subcontractors and/or company employees.
- Follows company safety standards, site safety standards, and provides all required permitting.
- Contacts vendors; researches literature and regulatory requirements; prepares draft designs.
- Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout.
- Performs routine calculations.

Typical Requirements:

- High School diploma; Associates degree or non-technical Bachelor's degree preferred.
- 3 - 6 years of related experience.
- Technical aptitude.
- Skilled at basic or standard field procedures and techniques.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.

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- Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 3

Overview: Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader; assigned to projects under direction of Project Managers.

Typical Responsibilities:

- Performs field exploration, inspection, analysis; provides technical support with supervision.
- Acts as a data gatherer; prepares maps, charts; runs simple computer programs.
- Performs field testing; uses equipment and instrumentation.
- Interprets data and test results; with experience, may write complete reports.
- Prepares field reports, internal correspondence, sections of formal reports.
- May be assigned field construction responsibilities.
- With experience, may supervise subcontractors and/or company employees.
- Follows company safety standards, site safety standards, and provides all required permitting.
- Contacts vendors; researches literature and regulatory requirements; prepares draft designs.
- Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout.
- Performs routine calculations.

Typical Requirements:

- High School Diploma; Associates degree or non-technical Bachelor's degree preferred.
- 0 - 5 years of related experience.
- Technical aptitude.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

ADMINISTRATIVE SUPPORT 1

Overview: Provides administrative support duties requiring experience, initiative, independent follow-up, and coordination.

Reports to: Group Leader or Office Manager.

Typical Responsibilities:

- Accountable for optimizing supervisor's time by handling

administrative details through the follow-up of business arrangements and correspondence, the transmittal of interoffice information, and the maintenance of control over office functions and projects.

- Types information into proper letter, memorandum, and record format, ensuring accuracy of punctuation and grammar.
- Opens and routes correspondence and screens telephone calls; prepares routine correspondence on own initiative; uses judgment to determine matters requiring prompt attention.
- Sets up systems for maintaining files and records.
- Communicates with executive, administrative, and management personnel to gather/convey information pertaining to supervisor's office.
- Assists in planning special projects, seminars, and events.
- Arranges meetings; schedules appointments for supervisor.
- May perform a variety of accounting-related duties, and may be responsible for specific accounting functions, such as accounts receivable or accounts payable.
- May perform a variety of project administration duties, including spreadsheet maintenance, preparation of contract forms for approval, distribution of contract and subcontract documents, quality control for documents and reports, and production of reports.

Typical Requirements:

- High School Diploma.
- 5+ years of related experience.
- Strong oral and written communication skills.
- Experience with client relations.
- Ability to operate office equipment and applicable computer software applications.
- Ability to analyze data for the preparation of studies and reports.
- Knowledge of company policies, practices, organizational structure, and office procedures.
- Typing speed of 50+ WPM may be required.
- Ability to create and edit intermediate-level spreadsheets.
- Ability to create filing systems and procedures.
- Knowledge of applicable accounting terms/procedures may be required; ability to interpret financial reports.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

ADMINISTRATIVE SUPPORT 2

Overview:

Provides administrative support duties under general supervision; requires the full knowledge of, and ability to interpret, established procedures.

Reports to:

Group Leader or Group Supervisor.

Typical Responsibilities:

- Receives and distributes mail; routes documents.

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- Maintains files and records for projects, invoices, correspondence, etc.
 - Provides telephone support to individuals and/or groups; screens calls and answers inquiries about routine operating matters; may provide support for office switchboard as needed.
 - Compiles data used in preparing reports.
 - Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
 - Enters information into computer databases; performs searches; runs reports.
 - Arranges meetings; may make travel arrangements.
 - Transcribes a variety of dictation into proper letter, memorandum, and record format; ensuring correct punctuation and grammar.
 - May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable.
 - Researches and resolves routine problems.
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Typical Requirements:

- High School Diploma.
- 3 - 6 years of related experience.
- Strong oral and written communication skills.
- Ability to operate basic office equipment and basic computer software applications.
- Ability to analyze basic data for the preparation of studies and reports.
- Knowledge of company policies, practices, organizational structure, and office procedures.
- Typing speed of 50+ WPM may be required.
- Knowledge of basic telephone procedures and practices
- Knowledge of fundamental filing systems and procedures.
- Basic knowledge of accounting terms/procedures may be required.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

ADMINISTRATIVE SUPPORT 3

Overview: Provides administrative support duties under direct supervision.

Reports to: Group Leader or Group Supervisor.

Typical Responsibilities:

- Receives and distributes mail; routes documents.
- Maintains files and records for projects, invoices, correspondence, etc.
- Provides telephone support to individuals and/or groups; may provide support for office switchboard as needed.
- Compiles data used in preparing reports.
- Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
- Enters information into computer databases; performs

searches; runs reports.

- May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable.

Typical Requirements:

- High School Diploma.
- 0 - 5 years of related experience.
- Strong oral and written communication skills.
- Ability to operate basic office equipment and basic computer software applications.
- Typing speed of 40+ WPM may be required.
- Knowledge of basic telephone procedures and practices
- Knowledge of fundamental filing systems and procedures.
- Basic knowledge of accounting terms/procedures may be required.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

CLERICAL SUPPORT

Typical Responsibilities:

- Receives and distributes mail; routes documents.
- Maintains files and records for projects, invoices, correspondence, etc.
- Provides telephone support to individuals and/or groups; may provide support for office switchboard as needed.
- Compiles data used in preparing reports.
- Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
- Enters information into computer databases; performs searches; runs reports.
- May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable.

Typical Requirements:

- High School Diploma.
- 0 - 5 years of related experience.
- Strong oral and written communication skills.
- Ability to operate basic office equipment and basic computer software applications.
- Typing speed of 40+ WPM may be required.
- Knowledge of basic telephone procedures and practices
- Knowledge of fundamental filing systems and procedures.
- Basic knowledge of accounting terms/procedures may be required.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

